

**RIVERSIDE PRIMARY SCHOOL**

**(Part of the Rainham Mark Education Trust)**

**MINUTES OF THE RESOURCES AND FINANCE MEETING**

**HELD ON TUESDAY 6 MARCH 2018**

**AT 3.45 PM**

**Present:** D Brockman (Chair), K Williams (Headteacher), T Scott, K Murray, J Bell and S Carter

**In attendance:** N Gordon (Business Manager), M Brighton (Trust Business Manager)

**Apologies:** H. Maxwell, C Baxter (Clerk)

Item	Main discussions and agreed actions		Action by/when
	The meeting was quorate.		
<b>1</b>	<b>Welcome, Introductions and Apologies</b> The Chair welcomed everyone to the first meeting of the year. Apologies were received and accepted from H Maxwell and Cheryl Baxter (due to illness). T Scott took the minutes in the absence of the Clerk.		
<b>2</b>	<b>Declarations of Business Interests</b>		
	2.1	J Bell declared that as his son had now started attending the school he was now both a parent and staff governor. The Chair discussed whether there was a need to ensure a balance of staff/parent governors	<b>DB</b>
<b>3</b>	<b>Notification of any other urgent business</b>		
	3.1	Chair: School closures caused by snow	
	3.2	T Scott: School expansion opening day celebrations	
	3.3	Chair: Policies update	
	3.4	Chair: GDPR	
<b>4</b>	<b>Minutes of the last meeting held on 14 November 2017</b>		
	4.1	Approval for accuracy. The Chair signed the minutes as a true record.	
	4.2	Matters arising not already on the agenda: Excellent PE training attended by J Bell and Mr Patterson.	
	4.3	Contingency planning for relocation of school provision in the event an emergency was in progress. N Gordon had contacted St Margaret's Infant School and was awaiting a response. She would also make enquiries for a Portacabin and provide an update at the Resources meeting on 5 June.	<b>NG</b>
	4.4	T Scott asked whether GDPR was listed as a risk on the risk register and N Gordon confirmed that it was.	
<b>5</b>	<b>Site Tour and Premises update</b>		
	5.1	Health and Safety site tour/audit was delayed due to the snow last week. This will be rescheduled to take place next week. S Carter would contact	<b>SC</b>

		the Inclusion Manager regarding disability access audits to be added to the site tour.	
<b>6</b>	<b>Risk Management update</b>		
	6.1	Contingency planning for relocation of school provision in the event of an emergency was discussed in item 4.3	
	6.2	Governors asked whether, in light of the loss of drinking water in local schools recently, whether this risk was highlighted on the risk register. N Gordon said she would investigate.	<b>NG</b>
<b>7</b>	<b>Lettings Policy</b>		
	Charges Review – N Gordon outlined current users of the school out of hours and at weekends who pay to let the school premises.		
	7.1	Some users were community based e.g. Brownies and some were profit making e.g. dance classes. It was highlighted that activities had an access requirement and therefore weekend sports would require the Site Manager to open the building. There were lettings in the hall from Monday to Thursday. Clerk to add lettings as an annual item on the Resources agenda.	<b>Clerk</b>
	7.2	A new 'Stay and Play' group for 0-3 year olds to feed the growing school had now started and charged £2 per session. Governors agreed this was a welcome development.	
	7.3	All agreed a 50p increase from September 2018 for all lettings, in line with inflation.	<b>NG</b>
<b>8</b>	<b>Budget monitoring</b>		
	8.1	<p>The Business Manager and Headteacher presented the following:</p> <ul style="list-style-type: none"> <li>•Report on Income and expenditure</li> <li>•Accounting officer checks</li> <li>•Review pooled contributions</li> <li>•Review underspends</li> <li>•Review Support Staff pay</li> <li>•Review Staffing structure</li> </ul> <p>The Chair highlighted Year 6 attainment reporting on swimming (a statutory requirement). He would check that statutory information on children's swimming achievement was on the school website.</p>	<b>DB</b>
	8.2	The school had an in-year surplus of £23,171. The Chair asked Michele Brighton what assurance did we have that RMET would not take this surplus? MB confirmed that this would not happen as RMET had a £900k surplus. T Scott asked how the growth of RMET to include more schools could impact finances and MB replied that RMET would not take on schools that were in deficit.	
	8.3	Governors asked whether the recently purchased biodome would have decking installed by the same supplier and were advised that the biodome company had matched the cheaper quote from another decking supplier. Governors asked whether the biodome required mains electricity and were advised that it did not.	

	8.4	Staffing review – The Headteacher advised that office support was currently being restructured following the departure of an admin team member. There would be a review after the SATS exams to see how the Children’s Centre administration support was working. K Murray agreed that it was best not to put something too permanent in place yet. Currently the school was being paid for meeting/greeting/signposting support for the Children’s Centre. The school was currently recruiting a new FS teacher for the expansion plus one other teacher. So far 8 candidates had been shortlisted for interview. T Scott asked what the format was for school teacher interviews. The H/T advised that the interviews involved some teaching in-situ on a theme agreed by SLT e.g. phonics or maths. There was a review of CVs with specific questions for each candidate and Safer Recruitment. T Scott asked whether the RMET brand had any effect on the quality of candidates applying. The H/T was not aware of this but would not appoint unless the interview panel were unanimous. The Chair advised that Governors should not be involved in school interviews unless they were for the SLT as this would be veering into the operational rather than the strategic role.	
	8.5	The H/T was pleased with the 2 year final settlement with the Children’s Centre. She confirmed that LA insurance would cover the school if a centre user caused damage to the school premises.	
	8.6	The Chair thanked N Gordon on behalf of the Governors for excellent financial management.	
<b>9</b>	<b>School Expansion update</b>		
	9.1	The H/T informed that it was ‘full steam ahead with the expansion’. The carpark would be expanded over the Easter holiday and a Site Manager was now based at the school for the expansion work. The team seemed good and had been communicating well with school staff. The sensory garden would be relocated and containers would be set up to help with storage during the expansion. The SLT had suggested to Rob Banks from the LA that the hall could be expanded internally rather than externally. A 10 X 15m expansion would enlarge the hall significantly by knocking the wall down into the staff room and adjoining corridor. The Conservatory could then become a new, enlarged, staff room offering better utilisation of space. S Carter suggested that the Conservatory could eventually also be extended if needed. Rob Banks would visit the school with an architect to consider the option of an internal expansion of the hall. Governors agreed that this was an interesting idea worth pursuing with the LA. T Scott asked when estimates on extra utility costs could be expected following expansion. The H/T and Business Manager replied that they were planning for space use. The Business Manger would provide an update at the meeting on 5 June.	<b>NG Clerk</b>
<b>10</b>	<b>ToR - review</b>		
	10.1	The Chair would add a link to the revised ToR on to Governor Hub and ask Governors to ratify at the next Full Governing Board meeting.	<b>Chair Govs</b>
<b>11</b>	<b>Governors visits and monitoring feedback</b>		
	11.1	The Chair said that the financial procedures monitoring training would be rescheduled for next Thursday.	

<b>12</b>	<b>Training update and CPD</b>		
	12.1	J Bell advised that the training on sports funding was impressive and was delivered by a Headteacher. It covered what the funding could be spent on and it showed how confidence could be built in people through sport, dealing with self-esteem.	
	12.2	The Chair said that GDPR training he attended highlighted what not to do and how to be strategic rather than operational in dealing with GDPR implementation. He also mentioned that he was now on the last part of the Chair's Leadership course.	
	12.3	KM is to register for The Key and JB will circulate training links e.g. how to access The Key.	<b>KM/JB</b>
<b>13</b>	<b>Any other business of an urgent nature</b>		
	13.1	Recent school closures caused by the snow (school was closed for 4 days). The Chair asked whether there was a financial impact to the school e.g. damage to the building and the H/T confirmed there was not. Governors agreed that T Scott should send a card on their behalf to the Site Manager, Dale St Clair, to thank him for his work during the snow. Governors asked regarding the parental reaction and were advised that no negative feedback had been received. Work on class pages were added during the snow relating to International Book Day for example.	<b>TS</b>
	13.2	School expansion opening day celebrations. It was agreed that J Bell would invite a member of the Royal Household to attend, ideally Prince Harry and Megan Markle.	<b>JB</b>
	13.3	Policies Data Protection would be a trust wide policy. The Lettings policy would be a Trust policy but the link was currently broken on the website. J Bell should update the link. The Trust Business Manager confirmed that some policies must be updated every 2, 3 or 5 years. If not statutory, policies should be updated every 3 years.	<b>JB</b>
	13.4	GDPR – Several governors had now attended training e.g. The Chair, Headteacher, Business Manager and Trust Business Manager. Each school was preparing an audit of data. Trevor Watson from RMET was coordinating and would be the Data Protection Officer (DPO). Governors agreed that RMET needed to be seen to be actively working towards compliance. How to maintain data and not hold indefinitely was key. Medway Mail would be provided to all governors. T Scott suggested that from 1 <sup>st</sup> April email addresses on Governor Hub should be changed to the new addresses.	
<b>14</b>	<b>Confidentiality of discussion and minutes</b>		
	14.1	No items of a confidential nature were discussed	
<b>15</b>	<b>Review of meeting/impact of governance</b>		
	15.1	Governors reviewed finances, considered compliance with GDPR, reviewed policies, discussed risk management and future proofing the school.	
<b>16</b>	<b>Date and time of next meeting: 5 June at 3.45pm</b>		
	The meeting closed at 6.10pm.		

## ACTIONS

Name	Item	Action	By when
Nichol	4.3	Make enquiries regarding a Portacabin – contingency planning	End April
Cheryl	4.3	Agenda item for next meeting: contingency feedback from Nichol.	8 May
Simon	5.1	Contact Zoe regarding disability access audits to be added to the site tour.	End April
Nichol	6.2	Check if the absence of drinking water is on the Risk Register	End April
Cheryl	7.1	Lettings to be an annual agenda item	
Nichol	7.3	Implement 50p increase in lettings from September 2018	June
Dave	8.1	Check statutory info on children's swimming achievements on school website	End April
Nichol	9.1	Update on space planning at 5 June meeting	5 June
Cheryl	9.1	Agenda item for 5 June meeting	8 May
Dave	10.1	Add link to revised ToR on Governorhub	w/c 16 April
All Gvs	10.1	Review the link for ToR ratification at the LGB on 8 May	End April
Jacob	12.3	Circulate training link on accessing The Key	End April
Karen	12.3	Register for The Key	May
Tim	13.1	Send a card to Dale on behalf of the Governors thanking him for his work during the recent snow	w/c 23 April
Jacob	13.2	Make contact re a member of the Royal Household attending the school expansion opening celebrations.	
Jacob	13.3	Jacob to update the link. The Lettings policy would be a Trust policy but the link was currently broken on the website.	End April